

# OneRF Report Viewer Role: Frequently Asked Questions

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The Research Foundation of the City University of New York (RFCUNY) has prepared this set of frequently asked questions (FAQs) to help users understand the new Report Viewer role in OneRF.

## What is the Report Viewer role?

The Report Viewer role allows individuals to access reports available to Principal Investigators and Grants Officers in the OneRF Report Dashboard. This role provides view-only access to reporting data. Individuals assigned to this role will not have business process approval rights.

## Why has RFCUNY created the Report Viewer role?

This role is designed to provide visibility into reports available through the OneRF Report Dashboard while maintaining appropriate security and business process controls. It is intended solely for reporting and review purposes and does not provide workflow approval or transaction processing capabilities.

## When will this role be available?

The Report Viewer role is now available in OneRF (powered by Workday).

## Who should be granted the Report Viewer role?

There are two levels of access available for Report Viewers.

- 1. Grant-Level Assignment (for Principal Investigator Reports in Report Dashboard)**  
The Report Viewer role may be assigned to any individual working with a PI who would require access to review reports on a specific Grant available to Principal Investigators in the OneRF Report Dashboard.
- 2. Grant Officer-Level Assignment (for Grants Officer Reports in Report Dashboard)**  
The Report Viewer role may also be assigned at the Grant Officer level to individuals in the Grants Office or Research and Sponsored Programs Office.

## How can I assign individuals the Report Viewer role?

You may request either Report Viewer Assignment by submitting a Help Case in OneRF.

Or, to request a **Report Viewer with Grant-Level Assignment**, please email your RFCUNY Project Administrator (Grant Manager in OneRF). To request a **Report Viewer with Grant Officer-Level Assignment**, please email the Grant Access Team at [GrantAccessTeam@rfcuny.org](mailto:GrantAccessTeam@rfcuny.org).

## I have other questions. How can I get answers?

Please contact RFCUNY using the OneRF Case Management system. This will direct your question to the RFCUNY subject matter expert who is best-positioned to provide an answer.